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ABSTRACT

Guidelines adopted by the Missouri Coordinating Board for Higher Education for institutions offering undergraduate and graduate courses at off-campus locations are presented. The following areas are addressed: determination of courses to be offered, standards of credit courses offered at off-campus locations, faculty, administrative organization and academic policy, resources and facilities, student services, and credit for prior learning awarded by examination or by nontraditional assessment methods. The guidelines are recommended for all higher education institutions in Missouri. The most important element in the guidelines is the belief that off-campus activities should evolve from the on-campus programmatic strengths and academic expertise of the institution. Equally important is the conviction that there should not be a double standard to any aspect of the educational activity of an institution. In early 1980, the representatives to Missouri's three Regional Coordinating Councils agreed that all institutions should conduct self-studies regarding off-campus courses. In responding to the standards contained in the guidelines, institutions were asked to identify strengths and weaknesses of their off-campus offerings. In addition, a survey of off-campus offerings was conducted by the Missouri Department of Higher Education to provide institutions with information to aid in long-range planning, and to ascertain where there appear to be problems of unnecessary duplication. Appended survey results include: course title, credit hours awarded, enrollment, status of faculty (full-time/adjunct), and course location. (SW)

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ABSTRACT

MEASUREMENT OF QUALITY IN OFF-CAMPUS CREDIT PROGRAMS: A NON-INTRUSIVE APPROACH BY A STATE AGENCY

Guidelines to quality in off-campus credit programs are presented. The guidelines were used by institutions in a self-study of quality control. A survey of off-campus offerings, conducted by the Missouri Department of Higher Education, is described and subsequent analysis of the reported data is discussed.

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MEASUREMENT OF QUALITY IN OFF-CAMPUS CREDIT PROGRAMS:

A NON-INTRUSIVE APPROACH BY A STATE AGENCY

Background

In July, 1977 the Coordinating Board for Higher Education authorized the establishment of a Task Force on Off-campus Education with the charge of addressing two primary issues: duplication of course offerings and quality of course offerings at off-campus locations. The task force, composed of educational leaders representing all sectors of higher education institutions in Missouri and the Department of Higher Education developed a set of guidelines which, if followed by institutions offering courses at off-campus locations, would serve to ensure that reasonable standards of quality are being met. In addition, the task force recommended the establishment of three regional coordination councils. Each council is composed of one institutional representative from each state-supported and independent institution offering off-campus courses on a continuing basis in the region, and one representative from each institution located in the region regardless of whether it offers courses off-campus.

Each regional coordinating council endeavors: to provide coordination of course offerings; to prevent the unnecessary duplication of courses; to work for the sharing of library resources, computer facilities and other academic support services; to serve as a means for the identification of unmet needs in off-campus educational opportunities; and to serve as the monitor of the guidelines developed by the Off-campus Task Force of the Department of Higher Education.

The Department of Higher Education provides general oversight of the activities of the several councils and lends advisory and consultative services to insure the continuity and success of the councils. The Coordinating Board for Higher Education assigns a staff person to attend each regional coordinating council meeting.

Guidelines to Quality

Certain aspects of off-campus instruction have, on occasion, been controversial. While there is no diminution of quality in the instruction programs of an institution simply because they are offered away from the campus, some analysts and policy makers, have concluded that off-campus instruction is not comparable in quality to on-campus education.

As a result of this concern over the quality of off-campus offerings, the CBHE adopted a set of guidelines designed to address the quality dimension and to offer a suggested approach to improving the coordination of offerings. These guidelines are recommended for all higher education institutions in Missouri, state-supported and independent, two-year and four-year institutions. The most important element in these guidelines is the belief that off-campus activities should evolve from the on-campus programmatic strengths and academic expertise of the institution. Equally as important, is the conviction that there should not be a double standard to any aspect of the educational activity of an institution. Therefore, the following guidelines should be followed by all institutions offering undergraduate and graduate courses offered at off-campus locations.

I. Determination of Courses to be Offered

A. Off-campus credit courses should be based in the subject matters areas of the institution offering the educational experience. They should be developed in the same manner as courses offered on-campus, including review and approval by the appropriate department or division.

B. In general, courses offered for credit off-campus should be part of the regular catalogue offerings of the institution, and should be applicable to programs in the same manner as courses taken on-campus. Special courses developed solely for off-campus teaching should be limited and should be consistent with the mission of the institution.

II. Standards for Credit Courses Offered at Off-Campus Locations

A. Off-campus credit courses should carry the same course number, represent the same course content, and use the same procedures for evaluating student performance as those courses offered on-campus.

B. There should be one set of institutional admission standards for students, whether or not the student is enrolled in courses offered on- or off-campus.

C. The instructional time per credit hour earned should be the same for on-campus and off-campus courses.

D. Each institution's policy should be stated clearly regarding the number of credit hours applicable to a degree program which must be earned in residence on its campus and should clearly define "in residence." Such a statement should be included in the catalogue and other materials published by the institution, and should be made readily available to students taking courses off-campus.

E. The standards for awarding grades for a course should be the same for on-campus and off-campus courses.

III. Faculty

A. The faculty teaching off-campus credit courses should, generally, be members of the regular staff of the institution offering the course, and should be fully qualified to teach the course, as determined by the academic department.

B. Wherever possible, off-campus credit courses should be taught as a part of the regular teaching load of the faculty member rather than in addition to the regular teaching load.

C. Adjunct and/or part-time faculty should possess the same or equivalent qualifications as the regular faculty and should be approved formally by the academic department or division through which the credit course is offered. Institutions should adopt policies relating to the employment of adjunct and/or part-time faculty which insure that the use of such faculty does not result in dissipation of academic quality.

IV. Administrative Organization and Academic Policies

A. Each institution should have available a written policy which sets forth the administrative organization and the instructional supervision and evaluation procedures for its off-campus offerings to insure the guidelines in Section II are followed.

B. As in on-campus courses, the following practices should be followed for off-campus credit courses:

1. A statement should be made available to each student at the beginning of each course setting forth the objective of the course and the expectations of the faculty member in regard to such matters as class attendance, participation, term papers, library work, examinations, etc.

2. There should be a regular evaluation of off-campus courses and faculty by students, administrators and departmental personnel.

3. Continuing curriculum review procedures should be established by each institution for its off-campus offerings, including:

a) standards and guidelines by which the off-campus program will be evaluated;

b) designation of a committee or other administrative unit to be responsible for such evaluations.

V. Availability of Educational Resources and Suitability of Facilities

A. Courses to be taught off-campus should be given special review with regard to the need for, and availability of, library resources. Some courses can be taught off-campus without extensive library resources at the site. However, other courses should not be taught off-campus because extensive use of specialized library resources is essential to their success. The institution offering courses off-campus for credit should be particularly mindful of the need for library resources. The resources of community libraries and of educational institutions located in the area may be used to assure these needs are met.

B. Some courses require laboratory facilities, specialized equipment such as computer terminals, audio-visual aids or other special resources. The institution offering such courses off-campus should assure that appropriate support requirements are met.

C. The facilities in which an off-campus course is to be taught must be adequate to the needs of the course. Equipment, ventilation, light and the general environment should be conducive to learning. An important consideration in the selection of facilities in which off-campus courses will be offered should be the accessibility of the facility to physically handicapped students.

VI. Student Services

A. Each institution should make available academic advisement and counseling to students taking off-campus credit courses.

B. Each institution offering credit courses off-campus has the responsibility to make available to students enrolled in these courses information regarding its program admissions procedures, financial aids available, and information regarding specialized services and facilities of the institution, including which of those facilities and services might be available to students enrolled at off-campus locations. Such information might be presented in handbook form and distributed to students at the off-campus sites.

VII. Credit for Prior Learning Awarded by Examination or by Non-traditional Assessment Methods

A. The policies and procedures for granting such credit, including the maximum number of such credit hours which are applicable to a specific degree program, and the minimum scores which are acceptable, should be clearly specified in written guidelines available to the student and the educational community in order to provide assurance that valid educational practices are being followed.

B. The campus-based faculty and administration of the institution should develop, administer, and evaluate these policies and procedures.

C. The maximum number of such credit hours applicable to a specific degree program should be the same for students enrolled at off-campus locations as for students enrolled on-campus.

D. The standards for awarding credit to students enrolled at off-campus locations should be the same as the standards applied to students enrolled on-campus, regardless of whether the credit recognizes tradtional classroom learning or results from the systematic evaluation of experiences which have taken place outside the classroom.

E. Credit should be recorded on the transcript in the same manner for students enrolled at off-campus locations as for students enrolled on--campus.

F. Promotional and recruitment activities for these non-traditional activities should accurately convey the policies and procedures which will be followed in determination of credit to be awarded.

Credit courses are also made available to students through methods other than classroom instruction, as noted earlier. Open circuit television, radio, newspapers and correspondence courses are means of providing instructional opportunities to students who cannot come to the campus. The above guidelines I through VI relating to classroom instruction are, on the whole, applicable to the other methods.

Quality Analysis

In early 1980, the representatives to the three Regional Coordinating Councils agreed that all institutions should discuss their mechanism for quality control of off-campus activities. It was the consensus of these groups that this should take the form of a self-study conducted by each institution offering off-campus courses. The format of the self-study was to follow guidelines adopted by the CBHE which addressed the following areas: determination of courses to be offered; standards of credit courses offered at off-campus locations; faculty; administrative organization and academic policy; resources and facilities; and student services. In responding to the standards contained in the guidelines, institutions were asked to identify strength and weaknesses of their off-campus offerings. The self-studies were submitted to the Regional Council chairpersons who distributed copies to cooperating institutions, and to the MDHE. The MDHE staff subsequently reviewed each self-study and prepared an analysis which was submitted to the institutions and to the CBHE.

Statewide Coordination of Off-Campus Offerings

Although the regional councils were charged with monitoring quality in off-campus offerings the activities for the past three years have focused on the survey of off-campus offerings conducted by the MDHE. The primary reasons for conducting the surveys are to provide institutions with information that could prove beneficial in long range planning, and to ascertain where there appear to be problems of unnecessary duplication.

Institutions provide the following information for each off-campus credit course: course title, HEGIS classification, course number, credit hours awarded, enrollment, status of the faculty (full-time/adjunct), and location of the course. The staff of the MDHE reviews each institution's response and prepares a final report. The results of the surveys are shared with the institutions in each of the three regions and serves as the basis for discussion at the regularly scheduled regional meetings.

As part of its coordination function, the MDHE staff prepared an analysis of the reported data for the past two academic years. The analysis focused on the following areas: institution participation, program development and/or expansion, faculty, and duplication. In addition, the staff sought to identify trends, both geographic and programatic, within each region as well as for the entire state.

Format of the MDHE Survey

The data collected in the spring 1981 survey of off-campus offerings in Missouri were processed using the MARK IV software package developed by Informatics, Inc. A definition of the file was generated and the report included the following fields: region, term, year, institution name, level of students, HEGIS classification, course title, credit, enrollment, type of faculty and location. A key was provided for those fields employing a numeric code, e.g., region, term, level of students and type of faculty. The data were sorted by level, HEGIS classification and

institution. This type of breakdown facilitates use of the report by institutions in determining the nature of course offerings within a given region. A copy of the report is appended to this paper.

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	UMKC	1	0400	BIOLOGY	3	3	3	CENTRAL HIGH KC
1	1	81				BIOLOGY	3	4	3	CENTRAL HIGH KC
1	1	81	COLUMBIA		0500	INTRO TO BUS	3	10	3	KANSAS CITY
1	1	81				BUSINESS LAW	3	6	3	KANSAS CITY
1	1	81	ROCKHURST			ACCT I	3	51	4	AMER INST OF BANKING
1	1	81				ACCT II	3	56	4	AMER INST OF BANKING
1	1	81				SAFE DEPOSIT	1	4	4	AMER INST OF BANKING
1	1	81				TELLER TRAINING	1	2	4	AMER INST OF BANKING
1	1	81				LAW AND BANKING	3	22	4	AMER INST OF BANKING
1	1	81				LOAN AND DISCOU	2	5	4	AMER INST OF BANKING
1	1	81				LOAN OFFICE DEV	3	6	4	AMER INST OF BANKING
1	1	81				REAL EST LAW II	2	4	4	SAVINGS AND LOAN
1	1	81				RES APPRAISING	2	2	4	SAVINGS AND LOAN
1	1	81				EFFECTIVE SPEAK	2	3	4	SAVINGS AND LOAN
1	1	81				MORT LOAN SERV	2	2	4	SAVINGS AND LOAN
1	1	81				SAV ASSOC OPER	2	10	4	SAVINGS AND LOAN
1	1	81				POLITICAL ACT	2	2	4	SAVINGS AND LOAN
1	1	81	WEBSTER			ISSUES IN MGMT	3	16	3	KANSAS CITY
1	1	81	LONGVIEW		0502	ACCT PRIN I	3	17	3	IRS
1	1	81				ACCT PRIN I	3	12	3	USDA
1	1	81	MAPLE WOODS			ACCT PRIN I	3	25	3	NORTHGATE
1	1	81				ACCT PRIN II	3	6	3	N KC HIGH
1	1	81				ACCT PRIN II	3	17	3	N KC HIGH
1	1	81				ACCT PRIN II	3	11	3	N KC HIGH
1	1	81	ROCKHURST		0506	BUS ADMIN	3	10	4	AMER INST OF BANKING
1	1	81	PENN VALLEY		0514	BUSINESS ENG	2	8	3	OPPORTUNITY IND CTR
1	1	81				BUSINESS ENG	3	14	3	FEDERAL BLDG
1	1	81	COLUMBIA		1000	20TH CENT JAZZ	3	5	3	KANSAS CITY
1	1	81	UMKC			INT TO PHOTO	3	0	3	SUNSET HIGH KC
1	1	81				FOUNDATION DRWG	3	0	3	SUNSET HIGHKC
1	1	81				FUND OF MUSIC	2	4	2	NORTHGATE ED CTR KC
1	1	81	AVILA		1100	CONVERSATION II	3	12	3	BISHOP MIEGE HIGH
1	1	81				COMP I	3	6	3	NOTRE DAME DE SION
1	1	81				SUR FRENCH LIT	3	11	1	NOTRE DAME DE SION
1	1	81	UMKC			ELEM FRENCH II	3	4	3	NORTH KC HIGH KC
1	1	81				ELEM FRENCH II	3	0	3	WINNETONKA HIGH KC
1	1	81				ELEM GERMAN II	3	9	3	NORTH KC HIGH KC
1	1	81				ELEM SPANISH II	3	8	3	NORTH KC HIGH KC
1	1	81				ELEM SPANISH II	3	5	3	WINNETONKA HIGH KC
1	1	81				SEC YR HEB RDNG	3	7	3	BETH SHALOM KC
1	1	81	LONGVIEW		1501	COMP READING II	4	14	3	FEDERAL BLDG
1	1	81				COMP READING II	4	8	3	SEIU UNION HALL KC
1	1	81				COMP READING II	4	14	1	CWA UNION LEES SUMM
1	1	81				COMP READING II	4	17	3	LABOR COUNCIL KC
1	1	81	MAPLE WOODS			COMP READING I	3	26	3	NORTHGATE
1	1	81				COMP READING II	3	17	3	NORTHGATE
1	1	81	PENN VALLEY			COMP READING I	3	0	3	VA
1	1	81	PIONEER			BUS COMM	3	3	1	NORTHLAND WRK TRNG
1	1	81				BUS COMM	3	8	1	SWOPE PARKWAY CTR
1	1	81				BUS COMM	3	4	1	SWOPE PARKWAY CTR
1	1	81	ROCKHURST			EFFECT ENGLISH	3	14	4	AMER INST OF BANKING
1	1	81				WRTG ORAL COMM	3	9	4	AMER INST OF BANKING

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	ROCKHURST	1	1501	RAPID READING	2	6	4	AMER INST OF BANKING
1	1	81	LONGVIEW		1502	INTRO TO LIT	4	22	3	J KNOX CLBHS LEE SMT
1	1	81				DIRECT READING	1	1	3	ARRANGED
1	1	81				COLLOQUIA I	3	1	1	ARRANGED
1	1	81	MAPLE WOODS			INT TO FICTION	3	22	3	NORTHGATE
1	1	81	PIONEER		1506	DIS GROUP LEADR	3	5	1	BLACK ECON UNION
1	1	81	LONGVIEW		1509	ETHICS	4	15	3	FEDERAL BLDG
1	1	81				ETHICS	4	11	2	LABOR COUNCIL BLDG
1	1	81				ETHICS	4	11	3	HVY CONST WKRS UNION
1	1	81				ETHICS	4	9	3	OPERATION PUSH HDQ
1	1	81	MAPLE WOODS			LOGIC	3	29	3	NORTHGATE
1	1	81	PIONEER		1599	READING	3	12	1	SE WRK TRNG UNIT
1	1	81				SPELLING	2	15	1	NORTHLAND WRK TRNG
1	1	81				SPELLING	2	12	1	SE WRK TRNG UNIT
1	1	81				READING/VOCAB	1	15	1	NORTHLAND WRK TRNG
1	1	81				FUND OF GRAMMAR	3	15	1	NORTHLAND WRK TRNG
1	1	81				COMP AND READ	3	12	1	SE WRK TRNG UNIT
1	1	81				READING SKILLS	3	15	1	NORTHLAND WRK TRNG
1	1	81	AVILA		1700	ELEM PROB/STAT	3	13	3	CHILDRENS MERCY HOSP
1	1	81	NWMSU			INTUIT CALC II	4	10	3	NORTH KANSAS CITY
1	1	81				INTUIT CALC II	4	9	3	WINATONKA
1	1	81				INTUIT CALC II	4	10	3	OAK PARK
1	1	81	ROCKHURST			BUSINESS MATH	3	12	4	AMER INST OF BANKING
1	1	81				BANK DATA PROC	3	10	4	AMER INST OF BANKING
1	1	81	MAPLE WOODS		1701	ALGEBRA	3	15	3	NORTHGATE
1	1	81	PIONEER		1703	MATH FOR BUS	3	3	1	SWOPE PARKWAY CTR
1	1	81				MATH FOR BUS	3	1	3	SWOPE PARKWAY CTR
1	1	81	PIONEER		1799	ARITH CONCEPTS	2	17	1	NORTHLAND WRK TRNG
1	1	81				ARITH CONCEPTS	2	12	1	SW WRK TRNG UNIT
1	1	81				INT TO ALGEBRA	3	12	1	NORTHLAND WRK TRNG
1	1	81	AVILA		1900	GEN PHYSICS II	4	13	3	BISHOP HOGAN HIGH
1	1	81	UMKC			GEN CHEM I	3	6	3	NORTH KC HIGH KC
1	1	81				GEN CHEM I LAB	3	6	3	NORTH KC HIGH KC
1	1	81				GEN CHEM I	3	3	3	LINCOLN ACADEMY KC
1	1	81				GEN CHEM I LAB	3	3	3	LINCOLN ACADEMY KC
1	1	81				GEN CHEM I	3	6	3	PASEO HIGH KC
1	1	81				GEN CHEM I LAB	3	6	3	PASEO HIGH KC
1	1	81				GEN CHEM I	3	6	3	TRUMAN HIGH INDEP
1	1	81				GEN CHEM I LAB	3	6	3	TRUMAN HIGH INDEP
1	1	81	LONGVIEW		1902	DIRECTED PROJ	1	1	2	WORK UNION L SUMMIT
1	1	81	ROCKHURST		2000	PSYCHOLOGY I	3	17	4	AMER INST OF BANKING
1	1	81	WEBSTER			INT MEAS STATS	3	23	3	KANSAS CITY
1	1	81	MAPLE WOODS		2001	GEN PSYCHOLOGY	3	21	3	NORTHGATE
1	1	81	AVILA		2200	SUR AM HIST II	3	8	3	ROCKHURST HIGH
1	1	81				20TH CENT AMER	3	23	3	NOTRE DAME DE SION
1	1	81	UMKC			AMER HISTORY II	3	25	3	OHARA HIGH KC
1	1	81				AMER HISTORY II	3	32	3	OAK PARK HIGH KC
1	1	81				AMER HISTORY I	3	24	3	BLUE SPRINGS HIGH KC
1	1	81	WEBSTER			ISSUES CONT SOC	3	0	3	KANSAS CITY
1	1	81	MAPLE WOODS		2204	PRIN OF ECON II	3	17	3	NORTHGATE
1	1	81	ROCKHURST			ECON I MACRO	3	19	4	AMER INST OF BANKING
1	1	81	MAPLE WOODS		2205	AMER HISTORY II	3	29	2	NORTHGATE

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	MAPLE WOODS	1	2205	AMER HISTORY I	3	8	3	MOBAY CHEM CO
1	1	81	AVILA		4900	AESTHETICS	3	22	3	NOTRE DAME DE SION
1	1	81	LONGVIEW		4903	PHIL PLAY LEISU	4	22	3	TV KNOX CLBHS LSUMMT
1	1	81	MAPLE WOODS		5001	PRIN OF SUPERV	3	16	3	MOBAY CHEM CO
1	1	81				BUSINESS LAW I	3	12	3	MOBAY CHEM CO
1	1	81	PENN VALLEY			PROB SMALL BUS	3	22	3	HAROLD THOMAS CTR
1	1	81	PIONEER			BEG CHECK/CASH	8	0	3	NORTHLAND WRK TRNG
1	1	81				PRIN OF SUPERV	3	10	3	BLACK ECON UNION
1	1	81				FED LAWS COMPLY	3	12	3	BLACK ECON UNION
1	1	81	LONGVIEW		5004	MIDMGMT INTERN	3	20	2	IRS
1	1	81	PENN VALLEY			RETAIL PRIN	3	22	3	HAROLD THOMAS CTR
1	1	81	PIONEER			RETAIL PRIN	3	24	3	HALLMARK
1	1	81				MGMT INTERNSHIP	3	12	3	BLACK ECON UNION
1	1	81	PENN VALLEY		5005	TYPING I	3	8	3	OPPORTUNITY IND CTR
1	1	81				TYPING II	3	8	3	OPPORTUNITY IND CTR
1	1	81				SECRETARIAL SEM	3	8	3	OPPORTUNITY IND CTR
1	1	81	PIONEER			SHORTHAND I	5	3	1	SWOPE PARKWAY CTR
1	1	81				SHORTHAND I	5	2	3	NORTHLAND WRK TRNG
1	1	81				SHORTHAND I	5	7	1	SWOPE PARKWAY CTR
1	1	81				TYPING I	3	16	1	SWOPE PARKWAY CTR
1	1	81				TYPING I	3	24	3	NORTHLAND WRK TRNG
1	1	81				TYPING I	3	15	3	SE WRK TRNG UNIT
1	1	81				TYPING I	3	24	1	SWOPE PARKWAY CTR
1	1	81				TYPING I	3	6	1	SWOPE PARKWAY CTR
1	1	81				TYPING I	3	2	1	SWOPE PARKWAY CTR
1	1	81				TYPING II	3	1	1	SWOPE PARKWAY CTR
1	1	81				TYPING II	3	1	3	NORTHLAND WRK TRNG
1	1	81				TYPING II	3	1	1	SWOPE PARKWAY CTR
1	1	81				TYPING II	3	2	1	SWOPE PARKWAY CTR
1	1	81				TYPING III	3	1	1	SWOPE PARKWAY CTR
1	1	81				TYPING III	3	1	1	SWOPE PARKWAY CTR
1	1	81				RECORDS MGMT	2	2	1	SWOPE PARKWAY CTR
1	1	81				RECORDS MGMT	2	4	1	SWOPE PARKWAY CTR
1	1	81				RECORDS MGMT	2	25	3	NORTHLAND WRK TRNG
1	1	81				RECORDS MGMT	2	14	3	SE WRK TRNG UNIT
1	1	81				RECORDS MGMT	2	15	1	SWOPE PARKWAY CTR
1	1	81				RECORDS MGMT	2	15	1	SWOPE PARKWAY CTR
1	1	81				COOP OFF EXPER	3	24	3	NORTHLAND WRK TRNG
1	1	81				MACHINE CALC	1	4	1	SWOPE PARKWAY CTR
1	1	81				MACHINE CALC	1	8	1	SWOPE PARKWAY CTR
1	1	81				MACHINE CALC	1	24	3	NORTHLAND WRK TRNG
1	1	81				MACHINE CALC	1	15	3	SE WRK TRNG UNIT
1	1	81				MACHINE CALC	1	20	1	SWOPE PARKWAY CTR
1	1	81				OFFICE MACHINES	1	3	1	SWOPE PARKWAY CTR
1	1	81				OFFICE MACHINES	1	1	1	SWOPE PARKWAY CTR
1	1	81				OFFICE MACHINES	1	1	1	SWOPE PARKWAY CTR
1	1	81				OFFICE MACHINES	1	3	1	SWOPE PARKWAY CTR
1	1	81				OFFICE MGMT I	3	15	3	SE WRK TRNG UNIT
1	1	81				OFFICE MGMT II		15	3	SE WRK TRNG UNIT
1	1	81	LONGVIEW		5101	INTRO DATA PROC	3	15	3	US MARINE CORPS CTR
1	1	81	MAPLE WOODS			EDP CONCEPTS	3	32	3	NORTHGATE
1	1	81	PENN VALLEY			EDP CONCEPTS	3	14	3	OPPORTUNITY IND CTR

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	PENN VALLEY	1	5101	COMPUTER TOPICS	4	14	3	OPPORTUNITY IND CTR
1	1	81	PENN VALLEY		5102	KEY PUNCH	3	14	3	OPPORTUNITY IND CTR
1	1	81	LONGVIEW		5306	FLUID POWER	3	11	3	KC FIRE ACADEMY
1	1	81				FLUID POWER	3	16	1	KC FIRE ACADEMY
1	1	81				DIESEL DIAG REP	5	13	1	KC FIRE ACADEMY
1	1	81				DIESEL DIAG REP	5	15	1	KC FIRE ACADEMY
1	1	81	LONGVIEW		5310	MICROPROCESS II	3	5	1	WESTERN ELEC
1	1	81				MINICOMP EL IX	3	8	1	WESTERN ELEC
1	1	81				MINICOMP EL IX	3	13	1	WESTERN ELEC
1	1	81				MINICOMP EL IX	3	14	1	WESTERN ELEC
1	1	81				MINICOMP EL IX	3	16	1	WESTERN ELEC
1	1	81	PIONEER		5317	BLDG MAINT	4	4	1	LINWOOD MULTIPRPS BG
1	1	81				BLUEPRINT READ	2	10	3	BLACK ECON UNION
1	1	81	LONGVIEW		5505	CRIMINAL INVEST	3	2	3	JAKSN CO SHERIF HDQ
1	1	81				ACCIDENT SITE	3	6	3	JAKSN CO SHERIF HDQ
1	1	81				TRAFFIC LAW ADM	3	9	3	JAKSN CO SHERIF HDQ
1	1	81	AVILA	2	0400	HUMAN ANATOMY	4	4	1	ST LUKES HOSP
1	1	81	UMKC			HUMAN ECOLOGY	3	15	2	ENV PROTEC AGCY KC
1	1	81	COLUMBIA		0500	CONSUMER BEHAV	3	0	4	KANSAS CITY
1	1	81				ADV MGMT	3	7	3	KANSAS CITY
1	1	81				COST ACCT	3	2	3	KANSAS CITY
1	1	81				MGMT INFO SYST	3	13	3	KANSAS CITY
1	1	81				CORP FINANCE	3	8	3	KANSAS CITY
1	1	81	ROCKHURST			BUS ADMIN	3	10	4	AMER INST OF BANKING
1	1	81				PRIN OF BANKING	3	78	4	AMER INST OF BANKING
1	1	81				MARKET FOR BANK	3	18	4	AMER INST OF BANKING
1	1	81				REAL EST FIN II	3	8	4	AMER INST OF BANKING
1	1	81				INSTAL CREDITS	3	5	4	AMER INST OF BANKING
1	1	81				BANK INVESTMENT	3	12	4	AMER INST OF BANKING
1	1	81				SUP AND PER ADM	3	22	4	AMER INST OF BANKING
1	1	81	ROCKHURST		0502	ANALY FIN STATS	3	6	4	AMER INST OF BANKING
1	1	81	CMSU		0506	DATA PROC BUS	3	12	2	BLUE SPRINGS
1	1	81				LABOR LEGIS	3	0	0	BLUE SPRINGS
1	1	81	CMSU		0800	HUMAN SEXUALITY	2	0	0	RAYTOWN SOUTH HIGH
1	1	81	NWMSU			ADV THRY SPTS	2	15	2	NORTH KANSAS CITY
1	1	81				ADV THRY SPTS	2	13	2	NORTH KANSAS CITY
1	1	81	CMSU		0836	PHIL OF SAFETY	3	0	0	PENN VALLEY COM COLL
1	1	81				OCC SAF HTH LEG	3	0	0	PENN VALLEY COM COLL
1	1	81				SPEC SEC PROB	3	0	0	PENN VALLEY COM COLL
1	1	81				GRAPH PAPR INK	3	11	2	PRINT INDUS ASSOC
1	1	81	CMSU		0913	PLANT LAYOUT	3	13	3	HICKMAN MILLS HIGH
1	1	81	AVILA		1100	SPEC PROBLEMS	3	7	1	NOTRE DAME DE SION
1	1	81	WEBSTER		1200	PATIENT ED NURS	3	1	3	KANSAS CITY
1	1	81				NURS INSERVICE	3	1	3	KANSAS CITY
1	1	81				NURS ADMINIS	3	1	3	KANSAS CITY
1	1	81				NURS CARDIOLOGY	3	2	3	KANSAS CITY
1	1	81				NURS RHEUMATOL	3	1	3	KANSAS CITY
1	1	81				NURS EXP FAMILY	3	0	3	KANSAS CITY
1	1	81				PATHOPHYSIOLOGY	3	0	3	KANSAS CITY
1	1	81				TOPICS IN NURS	3	0	3	KANSAS CITY
1	1	81	CMSU		1300	VOC HOME ECON	2	12	3	RAYTOWN SOUTH HIGH

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	WEBSTER	2	1500	REL SCI BIOMED	3	0	3	KANSAS CITY
1	1	81				REL SCI BIOMED	3	0	3	KANSAS CITY
1	1	81	AVILA		1700	CALC ANAL GEOM	3	10	3	OHARA HIGH
1	1	81	AVILA		2000	ABNORM DECISION	3	13	1	N KC HOSP
1	1	81	CMSU			INDUS PSYCH	3	12	2	BLUE SPRINGS
1	1	81				STAT BEHAV SCI	3	2	2	PENN VALLEY COM COLL
1	1	81	COLUMBIA			HUMAN SEXUALITY	3	18	3	KANSAS CITY
1	1	81				READ SEM PSYCH	3	10	3	KANSAS CITY
1	1	81	AVILA		2200	WORLD GEOGRAPHY	3	23	3	NOTRE DAME DE SION
1	1	81				20TH CENT BEYON	3	14	3	ROCKHURST HIGH
1	1	81				THE FAMILY	3	10	2	N KC HOSP
1	1	81	ROCKHURST		2204	MONEY AND BANK	3	17	4	AMER INST OF BANKING
1	1	81				PERSONAL FIN I	3	13	4	AMER INST OF BANKING
1	1	81				PERSONAL FIN II	3	14	4	AMER INST OFBANKING
1	1	81	CMSU		2207	MUNIC ADMIN	3	0	0	PENN VALLEY COM COLL
1	1	81	CMSU		2208	CORREC PREVENT	3	0	0	PENN VALLEY COM COLL
1	1	81				INT APP GERON	3	11	2	JEWISH GERIATRIC CTR
1	1	81	CMSU		2209	ADV POLICE MGMT	3	9	2	PENN VALLEY COM COLL
1	1	81	AVILA		4900	PERS DECISIONS	3	8	2	ST JOSEPHS HOSP
1	1	81				PERS DECISIONS	3	11	1	CHILDRENS MERCY HOSP
1	1	81	UMC	3	0100	AG ENG-STRUCT	2	18	2	CAMERON
1	1	81				AG ENG-STRUCT	2	6	2	SEDALIA
1	1	81	CMSU		0500	SEM IN MGMT	3	20	2	BLUE SPRINGS HIGH
1	1	81	UMKC			ACCT THEORY PRA	3	3	2	NORTHGATE ED CTR KC
1	1	81				ORG BEHAVIOR	3	31	2	FT LEAVENWORTH KS
1	1	81				GOVT CONTRACT	3	48	2	FT LEAVENWORTH KS
1	1	81				POLITICS OF ADM	3	31	2	FT LEAVENWORTH KS
1	1	81	WEBSTER			CUR ECON ANALYS	3	1	3	KANSAS CITY
1	1	81				MARKETING PRIN	3	0	3	KANSAS CITY
1	1	81				MARKETING PRIN	3	0	3	KANSAS CITY
1	1	81				MARKETING PRIN	3	0	3	KANSAS CITY
1	1	81				MARKETING PRIN	3	0	3	KANSAS CITY
1	1	81				BUSINESS FINANC	3	0	3	KANSAS CITY
1	1	81				BUSINESS FINANC	3	1	3	KANSAS CITY
1	1	81				BUSINESS POLICY	3	26	3	KANSAS CITY
1	1	81				BUSINESS POLICY	3	18	3	KANSAS CITY
1	1	81				BUSINESS POLICY	3	12	3	KANSAS CITY
1	1	81				BUSINESS POLICY	3	13	3	KANSAS CITY
1	1	81				DECISION MAKING	3	0	3	KANSAS CITY
1	1	81				DECISION MAKING	3	0	3	KANSAS CITY
1	1	81				DECISION MAKING	3	0	3	KANSAS CITY
1	1	81				DECISION MAKING	3	1	3	KANSAS CITY
1	1	81				MGT SYST ANALY	3	12	3	KANSAS CITY
1	1	81				MGT SYST ANALY3	1	73	K	ANSAS CITY
1	1	81				LEG ISSUES MGMT	3	0	3	KANSAS CITY
1	1	81				MGMT ORG BEHAV	3	11	3	KANSAS CITY
1	1	81				MGMT ORG BEHAV	3	21	3	KANSAS CITY
1	1	81				MGMT ORG BEHAV	3	21	3	KANSAS CITY
1	1	81				MGMT ORG BEHAV	3	0	3	KANSAS CITY
1	1	81				MGMT ORG BEHAV	3	0	3	KANSAS CITY
1	1	81				GROUP DYNAMICS	3	16	3	KANSAS CITY

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	WEBSTER	3	0500	VALUE SYSTEMS	3	0	3	KANSAS CITY
1	1	81	CMSU		0502	ACCT DECIS MAK	3	15	2	BLUE SPRINGS HIGH
1	1	81	CMSU		0800	PR TCHG ELE MTH	3	0	0	BLUE SPRINGS HIGH
1	1	81	CMSU		0836	CURR LIT RSCH	3	0	0	PENN VALLEY COM COLL
1	1	81	CMSU		0900	METHODS ENGIN	3	14	2	HICKMAN MILLS HIGH
1	1	81				ENG ECON	2	14	2	HICKMAN MILLS HIGH
1	1	81	UMC			CIV ENG:SOL WST	3	12	3	KANSAS CITY
1	1	81				CIV ENG:ADMIN	3	15	3	KANSAS CITY
1	1	81				CIV ENG:FOUND	3	35	3	KANSAS CITY
1	1	81				CIV ENG:HWY	3	10	2	KANSAS CITY
1	1	81				CIV ENG:STRUC	3	22	3	KANSAS CITY
1	1	81				CIV ENG:CON ENG	3	16	4	KANSAS CITY
1	1	81				CIV ENG:BIOPROC	3	9	2	KANSAS CITY
1	1	81				ELEC ENG:MCOMP	3	7	2	KANSAS CITY
1	1	81				ELEC ENG:PROC	3	9	4	KANSAS CITY
1	1	81				ELEC ENG:ELECTR	3	2	2	KANSAS CITY
1	1	81				ELEC ENG:AMPLIF	3	17	4	KANSAS CITY
1	1	81				ELEC ENG COMP	3	8	2	KANSAS CITY
1	1	81				ELEC ENG POWR	3	3	2	KANSAS CITY
1	1	81				ELEC ENG PROB	3	3	4	KANSAS CITY
1	1	81				ELEC ENG RLAY	3	9	3	KANSAS CITY
1	1	81				ELEC ENG RSCH	3	1	4	KANSAS CITY
1	1	81				IND ENG DATA	3	12	4	KANSAS CITY
1	1	81				IND ENG PROB	3	1	4	KANSAS CITY
1	1	81				IND ENG MGMT	3	19	3	KANSAS CITY
1	1	81				MEC AERO ENG	3	5	4	KANSAS CITY
1	1	81	UMKC		1000	MUSIC ED CONF	2	17	2	TANTARA
1	1	81				RECORDER PED	2	14	2	NORTHGATE ED CTR KC
1	1	81				ORFF WORKSHOP	1	14	2	NORTHGATE ED CTR KC
1	1	81	WEBSTER		1200	HOSP PERS MGMT	3	22	3	KANSAS CITY
1	1	81				HOSP PERS MGMT	3	1	3	KANSAS CITY
1	1	81				WKSHP HELTH MGT	3	0	3	KANSAS CITY
1	1	81				COUNSEL FOR AGE	3	0	3	KANSAS CITY
1	1	81				THEORY PR ADMIN	3	6	3	KANSAS CITY
1	1	81	WEBSTER		2100	ADM DECIS MAKIN	3	0	3	KANSAS CITY
1	1	81				MANAG VOLUNTEER	3	0	3	KANSAS CITY
1	1	81	UMC		2200	IND ENG ACCT	3	10	4	KANSAS CITY
1	1	81				COMM DEV PER	3	11	1	KANSAS CITY
1	1	81				TOP ECON ED	1	4	1	ST JOSEPH
1	1	81				SOC JUS POLCY	3	17	4	KANSAS CITY
1	1	81				SOC DEVIANCE	3	15	4	KANSAS CITY
1	1	81				LIT OF HUMAN	3	14	2	KANSAS CITY
1	1	81	UMKC			HARRY TRUMAN	3	5	3	NORTHGATE ED CTR KC
1	1	81	CMSU		2209	METH CRIM JUS	3	8	3	PENN VALLEY COM COLL
1	1	81	CMSU	4	0800	CURRIC ADULT ED	2	0	0	BLUE SPRINGS HIGH
1	1	81				EARLY CHILD ED	3	11	2	BLUE SPRINGS HIGH
1	1	81				PSY OF EXCEP CH	2	15	2	HICKMAN MILLS HIGH
1	1	81				GROUP PRO GUIDA	2	11	3	HICKMAN MILLS HIGH
1	1	81				UTIL TEACH AIDS	2	0	0	HICKMAN MILLS HIGH
1	1	81	UMC	5	0080	OENG ED TCH WRT	6	22	0	2MARSHALL

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	AVILA	5	0800	SEM URB STUDIES	3	5	2	FAXON SCHOOL
1	1	81				SCHOOL CLIMATE	2	12	3	FAXON SCHOOL
1	1	81				MULTICULT EDUC	1	0	3	WESTPORT JR HIGH
1	1	81				SEM LEARN STYLE	1	0	3	BANCROFT SCHOOL
1	1	81				SCHOOL/PARENT	2	8	2	WESTPORT SR HIGH
1	1	81	CMSU			ADV ED PSYCH II	2	14	2	BLUE SPRINGS HIGH
1	1	81				ELEM SCH CURR	2	26	1	BLUE SPRINGS HIGH
1	1	81				METH REM READ	2	12	1	HICKMAN MILLS HIGH
1	1	81				SUPER STU TEACH	2	12	1	HICKMAN MILLS HIGH
1	1	81				INT LEARN DISAB	2	15	2	RAYTOWN SOUTH HIGH
1	1	81	ROCKHURST			EC ED PROB TROF	2	52	1	RAYTOWN VOTEC CTR W
1	1	81	UMC			PROB ED ADMIN	2	3	3	MARYVILLE
1	1	81				SCH COMM RELAT	3	7	3	MARYVILLE
1	1	81				LEG ASP OF EDUC	3	6	3	MARYVILLE
1	1	81				ED ADM ELEM SEC	4	1	2	MARYVILLE
1	1	81				PROB CETA STAFF	2	1	2	KANSAS CITY
1	1	81				OCCUP ANALYSIS	2	18	2	SEDALIA
1	1	81				SEL ORG SBJT MR	3	14	2	RAYTOWN
1	1	81				PROB AG ED	2	12	2	SEDALIA
1	1	81				PROB MGT IMAGE	3	1	2	MARYVILLE
1	1	81				PROB AG ED	2	5	2	CAMERON
1	1	81				CAPS CEPP TRNG	2	26	1	MAYSVILLE
1	1	81				CEPP CADRE TRG	2	34	2	LEES SUMMIT
1	1	81				ADAP PHYS ED	3	27	2	ST JOSEPH
1	1	81				ADAP PHYS ED	3	30	2	BELTON
1	1	81				ADAP PHYS ED	3	33	1	BLUE SPRINGS
1	1	81				INT LEARNG DIS	3	25	3	SIKESTON
1	1	81				TEACH BEHAV DIS	3	28	2	SEDALIA
1	1	81				SEM INT SPEC ED	3	22	2	LIBERTY
1	1	81				EDUC STATISTICS	3	1	3	MARYVILLE
1	1	81				ANA CORR READ	3	23	2	KEYTESVILLE
1	1	81				PROB TEACH WRTG	1	8	2	MARSHALL
1	1	81				ELEM SCH CURRIC	3	1	2	ST JOSEPH MARYVILLE
1	1	81	UMKC			EDUC EXCEP CHIL	3	13	3	EXCELSIOR SPRINGS
1	1	81				EDUC EXCEP CHIL	3	29	2	BANNEKER SCHOOL KC
1	1	81				MATH TEACHER II	3	14	2	NORTHGATE ED CTR KC
1	1	81				STRESS IN CLASS	3	11	2	GRANDVIEW HS GRANDV
1	1	81				READ SLOW LRNR	3	15	2	OLDHAM ED CTR INDEP
1	1	81				READ INT TO HS	3	10	2	CLEVELAND HIGH CLEVE
1	1	81				BEHAV PROB	3	0	2	NORTHGATE ED CTR KC
1	1	81				MIDDLE SCH	3	15	2	NORTHGATE ED CTR KC
1	1	81				MOT CLASS MGMT	2	0	3	OLDHAM ED CTR INDEP
1	1	81				CHAR BEHAV DIS	3	6	2	BLUE SPRINGS HS BSPG
1	1	81				TEACHING SOC ST	1	13	3	OLDHAM ED CTR INDEP
1	1	81				CHILD BEHAV DEV	3	20	2	NORTHGATE ED CTR KC
1	1	81				BASIC SKILL DIS	3	14	2	GILLIS HOME KC
1	1	81				READ ASSMNT EVA	3	12	2	NORTHGATE ED CTR KC
1	1	81				CONSUMER ED ELM	3	0	2	OLDHAM ED CTR INDEPE
1	1	81				EX PROG EL S ED	3	35	3	NORTHGATE ED CTR KC
1	1	81				BEHAV PROB CLAS	3	37	2	NORTHGATE ED CTR KC
1	1	81				CAREER ED CON	1	9	2	GARDEN ELEM PRKVILLE
1	1	81				CAREER ED STRAT	1	14	2	GARDEN ELEM PRKVILLE

REGION	TERM	YEAR	INSTITUTION	LEVEL	HEGIS CODE	COURSE TITLE	CREDITS	ENROLLMENT	FACULTY	LOCATION
1	1	81	UMKC	5	0800	CAREER ED INFUS	1	0	2	GARDEN ELEM PRKVILLE
1	1	81	WEBSTER			INTERDIS TOPIC	3	25	3	KANSAS CITY
1	1	81				INTERDIS TOPIC	3	0	3	KANSAS CITY
1	1	81				INDEP STUDY	3	0	3	KANSAS CITY
1	1	81				DEVEL MULTICURR	3	5	3	KANSAS CITY
1	1	81				INTRO LEARN DIS	3	6	3	KANSAS CITY